



"First Choice for Service while Traveling on State of Colorado Business"

633 17th Street, Ste 1580 Denver, CO 80202 Phone: (303) 866-3986 Fax: (303) 866-4233

BASIC ORDERING AGREEMENT Automobile Rentals

AVIS

US Bank VISA Central Travel (Event) Card Use

As required by the BOA, Avis has established a process that allows rentals to be placed on a State Central Travel (Event) card without having the card present at the time of rental. This will allow the Central Travel (Event) card to be used by travel arrangers to rent vehicles for infrequent travelers.

To facilitate this process the **State Central Travel (Event) Card Holder** shall:

1. Obtain authorization from their respective Travel Compliance Designee prior to establishing an Avis GEB number. ([TCD List](#))
2. Complete the [Avis Visa GEB](#) (Global Electronic Billing) form, filling out their contact information in the **"Notice to the company is to be sent to"** section. {The Central Travel (Event) Card Holder will only be contacted in the event of an issue with the account.}
3. Submit the signed {by Central Travel (Event) Card Holder} & completed Avis Visa GEB to the State Travel Management Program by **fax: 303-866-4233**

To facilitate this process the **State Travel Management Program** shall:

1. Proceed with completing the Avis Visa GEB with required contract information and submit to Avis for final processing (approx. 24 hours).
2. Notify the TCD once the new secret GEB Number has been assigned. The GEB Number is to be used when booking reservations with AVIS. This number shall be kept secured & confidential.
3. Maintain a secured & confidential complete list of all GEB Numbers created for STMP program participants.

Please Note: Do ***NOT*** establish an Avis ***WIZARD*** number through Avis Preferred Service.